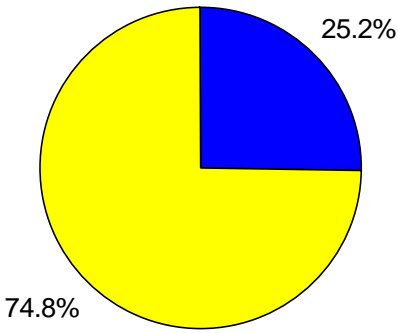


Department of Administration for Human Services

68-06-Facilities, Procurement, and Payments Management

Fund/Agency: 001/68		Department of Administration for Human Services
Personnel Services	\$2,693,348	<p style="text-align: center;">CAPS Percentage of Agency Total</p>  <p style="text-align: center;">25.2%</p> <p style="text-align: center;">74.8%</p> <p>■ Facilities, Procurement, and Payments Management ■ All Other Agency CAPS</p>
Operating Expenses	\$309,612	
Recovered Costs	\$0	
Capital Equipment	\$24,350	
Total CAPS Cost:	\$3,027,310	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$3,027,310	
Positions/SYE involved in the delivery of this CAPS	60/59.5	

► CAPS Summary

The Department of Administration for Human Services (DAHS) Facilities, Procurement, and Payments Management (FPPM) business area involves a wide range of support services essential to the efficient delivery of programs to County residents. FPPM staff oversees 360 facilities located throughout the County, including 45 offices and 315 residential and recreation facilities, as well as 150 vehicles. Additional functions include: timely processing of nearly 18,000 transactions for purchasing supplies, materials, and services at a competitive cost; processing nearly 65,000 payments to vendors from whom the County purchases supplies, materials, and services; and maintaining an updated inventory of fixed assets for all Human Services agencies. Staff works closely with the County's Facilities Management Division to ensure that facilities for Human Services functions are planned to make maximum use of available space and that the facilities are safe and secure for clients and staff. FPPM also works with the Department of Purchasing and Supply Management and the Department of Finance to ensure compliance with County policies and procedures for purchasing goods and services, as well as for paying bills.

Department of Administration for Human Services

► Method of Service Provision

FPPM employees work as partners in the Human Services system, providing direct administrative support to programs and adding value to service delivery. The staff works closely with County agencies such as the Department of Purchasing and Supply Management, the Department of Finance, and the Facilities Management Division to provide timely, effective, and efficient services to Human Services agencies.

Business support services are provided by DAHS in the Pennino Building and at 360 offices, residential, and recreational facilities across Fairfax County.

► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Output: Completed service requests to DAHS' Warehouse	601	623	720	700	700
Invoices paid	NA	68,038	63,869	65,000	65,000
Service Quality: Percent of requests to DAHS' Warehouse completed in time frame needed by customer	98.0%	95.0%	98.0%	98.0%	98.0%
Percent of payments to vendors completed within 30 days of receipt of invoice	NA	86.5%	94.2%	92.0%	92.0%
Outcome: Percent of requests to DAHS' Warehouse completed in customers' time frames	90.0%	99.5%	98.8%	98.0%	98.0%
Accounts payable 30-day payment rate	80.0%	86.5%	94.2%	92.0%	92.0%

► Mandate Information

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 1 - 25%. The specific Federal or State code and a brief description of the code follows:

- The Facilities component of this CAPS is required to ensure that local social service programs conform to State regulations for office space and facilities, as specified by the Virginia Department of Social Services (Code of Virginia, 63.1-25).